

What to do with Your Waste

All major types of waste are listed below. The list will be updated as we continue to expand and improve waste management at NTU.

If you require further information contact a member of the [Sustainable Development Team](#).

Batteries

'Portable' batteries e.g. standard disposable and rechargeable batteries (AA, watch batteries, mobile phone batteries etc.) can be recycled in battery bins located in the following locations

- City: Boots Library, behind the Security Control Room
- Clifton: Erasmus Darwin Reception
- Brackenhurst: Bramley Reception

Lithium (and Li-ion) batteries may also be disposed of in these bins but please tape over the contact points and keep them away from fluids to prevent the risk of combustion.

If battery bins are full please contact BatteryBack on 0844 800 5671 to arrange free collection, or contact the [Sustainable Development Team](#) to do this for you.

Ni-Cad, mercury and Lead acid batteries are Hazardous Waste and should be disposed of by our Hazardous Waste contractor PHS. See the Hazardous waste section for more details

Books

If you have any unwanted books and journals that are still in a usable condition they can be donated to organisations such as [Better World Books](#) or Oxfam (Oxfam Book Stores located in the City centre, West Bridgford, Beeston and Newark). If they are not suitable for reuse please contact Wastecycle directly to arrange a one off collection and they will either recycle them themselves or pass them onto another company who can deal with the volume of books.

A book recycling bin (wheelie bin) is available at the front of Clifton Library. Books placed in this bin will be **recycled** by Wastecycle. To recycle books at Brackenhurst or city, they can be placed directly in the non recyclable waste bins and Wastecycle will pick them out. Wastecycle are currently only able to process small quantities of books at a time. They can recycle paperbacks, hardbacks and journals.

Bulbs

Including strip lights, fluorescent tubes, compact fluorescent lamps (CFLs), mercury bulbs etc. These items are classified as hazardous waste and are covered by the Waste Electrical and Electronic Equipment (WEEE) regulations for safe disposal.

See Fluorescent lamps for more details

Bulky Items

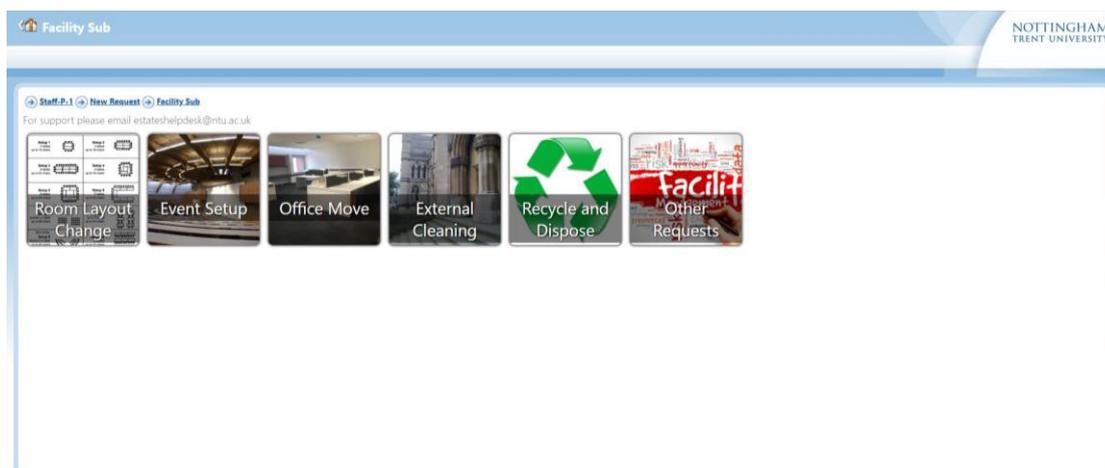
For items such as desks, chairs, filing cabinets and pedestals that are no longer needed, but are in good condition there are two ways to pass them on.

- Advertise the items on the staff bulletin board (accessed through Outlook in the public folder/all public folders/general staff information),
- Ask your purchasing agent to send a message to their counterparts across the university to see if the items can be used elsewhere

Request the items' removal through the [Estates Helpdesk](#) system. Create a new request and then '**Facilities**'.

If the items are to be re-homed select '**Office Move**'. Please provide further details in the description box and complete the rest of the form as necessary.

If the items are in poor condition or cannot be re-homed please follow the above instructions for the Estates Helpdesk, but select '**Recycle and Dispose**'. The Facilities Support team will decide whether to recycle/dispose of the item or hold it in storage for future use upon collection.



For electrical items such as fridges, see the electronic/electrical items section or the fridges/freezers section.

Cans

Aluminium and metal drinks cans can be recycled in the green internal NTU 'Mixed Recycling' bins. These are found throughout the University in all buildings, alongside the 'Non Recyclable Waste' bins.

Please ensure that cans are empty, and preferably rinsed out, before recycling.

Cardboard

Clean cardboard boxes should be flattened (and baled where possible) and recycled in the large, green-lidded Wastecycle Mixed Recycling bins. Small amounts of card can be flattened and placed in internal recycling bins. Please make sure that any metal strips or fasteners are removed.

If you cannot access the large bins please leave the flattened cardboard next to your nearest recycling bins for the cleaning staff to remove.

All polystyrene inserts and plastic packaging must be removed and disposed of accordingly.

Clinical Waste

Clinical waste must be stored in locked containers and is dealt with in the same way as hazardous waste.

Sharps bins are located around the university and can be used for small, one-off items such as broken glass, needles, etc. If you have an item that needs to be disposed of in a sharps bin

please contact your Health and Safety co-ordinator who can advise on how to deal with the waste.

Clothing

Clothing, sheets and blankets can be donated using the British Heart Foundation Banks, which are in the following locations:

- Burns Road
- Tennyson Street
- Shakespeare Street (by the Orange Tree)
- Raleigh Street

Alternatively unwanted clothing in good condition can be donated to other local charity shops such as Oxfam, Age Concern etc.

Confidential Waste

Our waste contractors (Wastecycle) provide this service for us.

Departments, colleges or individuals are requested to arrange for their own confidential waste disposal independently, as required.

Please e-mail emu@wastecycle.co.uk when arranging a collection quoting the following account number: "NOT117". Please also provide the following;

- **A contact name**
- **A contact telephone number**
- **A contact email address**
- **Number of bags and tags required**
- **A purchase order number** (you will be charged for the number of bags that are collected. The price per bag is £7.50 plus VAT)
- **The name and e-mail of the person responsible for creating the GRN**
- **Collection address including the room number**

This information is required for invoicing. Invoices are sent to central finance in the first week of each month and then passed on to the relevant departmental contact for payment.

City collections will take place **every two weeks** on a **Tuesday**. Clifton collections take place **every two weeks** on a **Friday**. Brackenhurst collections are ad hoc. Your request will be booked onto the next available collection by Wastecycle.

You will be charged for the number of bags that are collected and you can be provided with paperwork to prove your documents have been destroyed.

If you require assistance contact the NTU Sustainable Development Team on Ext: 84045 or at sust.dev@ntu.ac.uk.

Electrical and Electronic Equipment (EEE)

Waste Electrical and Electronic Equipment (WEEE) is subject to the WEEE Directive, which requires equipment to be reused or recycled.

Small electrical items (e.g. calculators, telephones, battery operated equipment) can be disposed of in WEEE bins (domestic style wheelie bins) in the following locations:

- Brackenhurst: by the large WEEE cage, near the potting sheds
- City: Maudslay yard

- Clifton: Pavilion Cafe bin store

Large electrical items (e.g. printers, fans, AV equipment) should be removed by Facilities Support using the Badger reporting system. See the bulky items section for more details and select 'recycling/disposal of electrical equip'

IT equipment (PCs, laptops, printers etc.) should also be collected by Facilities Support in the same way as large items. For more information contact Chris Gration in the IS department.

Envelopes

Only windowless envelopes may currently be recycled in our Mixed Recycling bins. If you have time, you can easily remove the window (not recyclable) and the rest of the envelope can then be recycled.

'Jiffy' type envelopes with a polythene inner layer cannot be recycled.

Fluorescent bulbs

Fluorescent lamps, strip lights and mercury bulbs etc. are classed as hazardous waste and they must be dealt with by our specialist waste contractors.

If a light bulb breaks in your work place please complete a Estates Helpdesk request (see Bulky items section for more details) and a member of the Maintenance Team will change it for you.

Food

Food waste collections are being rolled out across the University's buildings and food caddies are now being used in several buildings. If you can think of an area that could do with a food caddy, please get in touch with the [Sustainable Development Team](#).

Pretty much any food waste can be put in the caddies including fruit, vegetables, meat & fish, bones, egg shells, bread, pasta, tea bags etc.

Please do not put liquids into the caddies as they will go through the bags and make a mess!

Fridges and Freezers

Fridges and freezers are subject to both the Hazardous Waste Directive and the WEEE Directive. The regulations ban fridge and freezer disposal to landfill before CFCs are removed from the refrigerants.

If the item is still in working order please offer it to others before disposal (see bulky items section for more details). If it is beyond repair and you are replacing it with a new unit, the retailer/manufacturer should offer a take-back service as part of the WEEE Directive. There may be a charge for this service. Any costs incurred must be recharged to individual departments.

If this is not possible, create an Estates Helpdesk request (see bulky items section for more details) to get the item removed. The fridge or freezer will then be collected by our waste contractor who will deal with it appropriately and are authorised to dispose of hazardous materials.

Glass

Broken glass should be wrapped up securely, preferably sealed in a box and clearly labelled ready to be collected by cleaning staff.

Glass water bottles provided by Hospitality should also be collected by hospitality staff once a meeting/event has finished.

Glass bottles and jars can be recycled using the glass recycling bins found in the following locations

- City – Dryden Street (Bonington building), Shakespeare Villas (Back of Dryden Centre)
- Clifton – SU compound
- Brackenhurst – Halls of residence compounds, Brack Main bin compound (by The Lodge)

Hazardous Waste

Hazardous waste is produced in many areas of the university and its safe disposal is the responsibility of the departments that produce it. Hazardous waste has the potential to be harmful to health and the environment and must be disposed of in a legally compliant manner. Common items of hazardous waste include acids and alkaline solutions, oils, batteries, chemicals, solvents, paints and dyes, pesticides, pharmaceuticals, photographic chemicals, TVs monitors and fluorescent tubes.

HAZARDOUS WASTE MUST NOT BE DISPOSED OF WITH NON RECYCLABLE WASTE.

NTU's Hazardous Waste procedure is available through the Sustainable Development Team or from your department's [Health and Safety Co-ordinators](#).

IT/Computer Equipment

IT equipment (PCs, laptops, printers etc.) should be collected by Facilities Support in the same way as Electrical and bulky items. Once collected the IS team will either refresh and reuse them or will pass them onto our contractor.

For more information contact Chris Gration in the IS department.

Laboratory Waste

Most Laboratory waste is treated in the same manner as Hazardous Waste, WEEE or Clinical Waste, depending on what it is. Your H&S Coordinator and Lab technicians will have procedures in place for the appropriate disposal of Laboratory waste.

Mobile Phones

We run a recycling service for mobile devices. We pick our providers for this based on both their [WEEE](#) certification and commitment to data erasure and security.

If you currently have any old mobile phones, chargers or accessories that that need disposing of then please send them via internal mail to:

Mobile Device Recycling
Information Systems
Barnes Wallis Building

If you wish to recycle your personal mobile phone then follow the same procedure but include a note to state this is a personal device. Any funds gained back from recycling these phones will be passed directly to the [Nottinghamshire Wildlife Trust](#).

Oil

A wide variety of waste oils (engine oil, machine oils, cooking oil and lubricating oils) are now classed as Hazardous waste. This includes any oil-soaked items (oily rags, oil filters etc.).

Waste oil and any items contaminated with waste oil **must** be separately collected and safely stored prior to consignment as hazardous Waste. Do not mix different types of oil as they are treated differently. **Oil or oil-cleaning agent must NEVER be poured down the drains.**

Paint

Paints, varnishes, glues and other substances used for maintenance and upkeep of buildings should not be disposed of into drains, unless given permission to do so by your Health and Safety Co-ordinator. Any unwanted paints and varnishes must either be disposed of as Hazardous Waste (see details in hazardous waste section) or, if suitable for reuse, can be donated to charities such as [Community Repaint](#).

Hazardous waste disposal is subject to a fee which must be paid by the department that has produced it. There may also be a small charge to donate paint to groups such as Community Repaint but this is likely to be much less than disposal and will support their running costs.

Paper

NTU's mixed recycling bins accept most types of paper including office paper, catalogues/magazines, windowless envelopes or with window removed, newspapers and cardboard. We are unable to recycle waxed or laminated paper, food spoiled paper and card and paper/card with metal or plastic fastenings e.g. files with metal strips or polythene padded envelopes.

Please make sure that any metal or plastic fasteners, clips, staples etc. are removed wherever possible as they can damage recycling equipment.

Shredded paper in large amounts also blocks recycling machinery so please follow the confidential waste procedures to dispose of any sensitive paperwork.

Plastics

Wastecycle are able to recycle most types of plastic, which should be disposed of in our mixed recycling bins. Plastics that are suitable for recycling include plastic drinks bottles, plastic milk cartons, yogurt pots, plastic food containers, carrier bags, shampoo bottles, and PVC (e.g. doorframes and plastic piping).

Basically any plastic with the numbers 1-5 in the triangle is OK to go in the recycling bin. Please ensure that there is no food waste left behind and the plastic packaging is clean (where possible). To help the recycling process please remove lids from bottles. They will still be recycled, it just makes it easier to crush them.



Items that are not accepted are oil containers, those that have held toxic substances, paint containers and bio-degradable containers.

Printer/Toner Cartridges

Most printer and toner can be recycled via IS. If IS already change the toner on your printer for you they will take empty cartridges away with them.

There are also drop off points for cartridges from other printers and copiers. These are in the following locations:

- Brackenhurst – Outside IS office/workshop, behind Main Hall
- City – Barnes Wallis 102. Either drop off or send via internal mail marked up 'Toner Recycling'
- Clifton:
 - Ada Byron King building, room 301

- DH Lawrence building, room 101
- Erasmus Darwin building, room 289
- Lionel Robins building, room 003
- Mary Ann Evans building, 3rd floor, room 344
- Catalysis Research Centre, room 001

Contact [Chris Gration](#) for more details.

Radioactive Waste

Radioactive waste is the responsibility of the department that produces it and must be disposed of according to Hazardous Waste Procedures. Please contact your Hazardous Waste representative to arrange safe disposal.

Sharp Items

Please see Clinical Waste for details of how to dispose of sharp items or broken glass.

Toner

Please See the Printer/Toner Cartridges section for details

Waste Electrical and Electronic Equipment (WEEE)

Please see the Electrical and Electronic Equipment section for details.